Kentucky Occupational Skill Standards List

8000 Manufacturing Core

AA 001 Read process information and follow instructions AA 002 Read material and describe concepts AA 003 Use correct pronunciation AA 004 Use correct pronunciation AA 005 Write with accuracy, brevity, and clarity AA 006 Knowledge of conflict and resolution techniques AA 007 Possess basic computer keyboarding skills AA 008 Understand basics of interpersonal communication (listening, written/oral, etc.) AB 001 Add, subtract, multiply, and divide four-digit numbers without the use of a calculator AB 001 Add, subtract, multiply, and divide four-digit numbers without the use of a calculator AB 002 Add, subtract, multiply, and divide four-digit numbers without the use of a calculator AB 003 Apply basic math functions to solve problems AB 004 Convert between US and metric measurement systems AB 005 Convert fractional measurement to decimal measurement AB 006 Convert fractional measurement to decimal measurement AB 007 Compute within measurement systems AB 008 Calculate with percents, rate, ratio, and proportion with the use of a calculator AB 009 Cournent results of measurement sithwites and calculations AB 000 Compute within measurement systems AB 001 Use hand calculators AC BUSHESS PLANNING AND OPERATIONS AC 001 Identify the organizational need for profit AC 002 Define the term "profit" AC 002 Define the term "profit" AC 001 Identify personal preferred learning styles AD 001 Identify personal preferred learning styles AD 003 Implement new process steps given oral instructions AD 004 LEARNING SKILLS AD 005 Understand team concepts AD 006 Communicate with customer to establish requirements AD 007 Accomment of the term "profit" AD 007 Accomment of the term "profit" AD 008 Interpret and clarify directions prepared by others AD 009 Accomment of the term profit of the term "profit" AC 000 Define the term "profit" AC 001 Read occumentation, such as computer manual, to determine actions for specific situations AD 008 Accomment of the term profit of	AA		COMMUNICATION AND TEAMWORK
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	EE		BUSINESS PLANNING AND OPERATIONS

Kentucky Occupational Skill Standards List

8000 Manufacturing Core

ГГ	001	Identify the components that lead to systemar satisfaction
EE	001	Identify the components that lead to customer satisfaction
EE	002	Identify possible actions that may lead to customer dissatisfaction
EE	003	Identify the ways that the level of customer satisfaction may affect company success
EE	004	Explain the importance of a business reputation
EE	005	Identify the ways that customer satisfaction influences a business reputation
EF	004	WORKFORCE ISSUES
EF	001	Recognize the difference between a team environment workplace and a conventional workplace
EF	002	Identify the characteristics of a diverse workforce
EF	003	Identify good ethical characteristics and behaviors
EF	004	Demonstrate good ethical characteristics and behaviors
EF	005	Differentiate between good and poor business ethics practices
EF	006	Match employee responsibilities to employer expectations
EF	007	Define discrimination, harassment and equity
EF	800	Demonstrate non-discriminatory behavior
EF	009	Maintain confidentiality and sensitivity of company information
EG		WORKPLACE SKILLS
EG	001	Demonstrate consistently punctual arrival
EG	002	Document regular attendance
EG	003	Demonstrate enthusiasm and confidence about work and learning new tasks
EG	004	Demonstrate appropriate dress and hygiene for successful employment
EG	005	Demonstrate the ability to act in a polite and respectful way towards co-workers
EG	006	Demonstrate the ability to complete tasks on time and accurately
EG	007	Demonstrate the ability to make career decisions
EG	800	Prepare a resume and letter of application or interest
EG	009	Fill out an application for employment
EG	010	Participate in an employment interview
EG	011	Follow directions and procedures
EG	012	Be truthful in all communications with co-workers and supervisors
EG	013	Accept constructive criticism
EG	014	Demonstrate an ability to learn new skills and behaviors
EG	015	Demonstrate a willingness to work
EG	016	Demonstrate a willingness to learn
EG	017	Work with minimal supervision
EG	018	Plan and organize work
OA		MATH AND MEASUREMENT
OA	001	Create and interpret basic graphs and charts commonly used in manufacturing
OA	002	Match measurement activities to manufacturing processes
OA	003	Select and use appropriate measurement techniques and instruments
OA	004	Demonstrate proper general measurement techniques
ОВ		WORKPLACE SAFETY AND HEALTH
OB	001	Complete forms and paperwork as required
OB	002	Wear protective safety clothing as required
OB	003	Maintain and use protective guards and equipment on machinery
OB	004	Handle and store flammable materials appropriately
OB	005	Use electrical devices correctly and safely
OB	006	Prevent spontaneous ignition by practicing proper waste disposal habits
OB	007	Keep marked aisles clear of equipment and materials
OB	008	Interpret and display MSDS sheets as required
OB	009	Operate equipment in a safe, prescribed manner
OB	010	Follow established safety procedures when around machinery or equipment
OB	011	Follow established safety procedures when using tools or operating machinery
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Kentucky Occupational Skill Standards List

8000 Manufacturing Core

OB	012	Operate hand tools in a safe, prescribed manner
OB	013	Locate power shutoff controls for all machinery and equipment
OB	014	Identify and report malfunctions to appropriate personnel
OB	015	Inspect material, equipment and fixtures for defects
OB	016	Determine weight and operating limits of equipment
OB	017	Perform periodic checks during operation to assure proper function
OB	018	Respond to emergencies in the appropriate manner
OB	019	Describe ergonomics and its importance to the manufacturing process
ОС		QUALITY ASSURANCE
OC	001	Identify customer problems
OC	002	Determine causes of the problem
OC	003	Apply problem-solving system
OC	004	Recommend possible solutions
OC	005	Define SPC
OC	006	Define international quality standards and systems such as ISO/QS 9000
OD		BLUEPRINT READING
OD	001	Define basic blueprint terminology
OD	002	Interpret commonly used abbreviations and terminology
OD	003	Identify types of lines within a drawing
OE		WORKPLACE SKILLS
OE	001	Demonstrate safe, careful use, treatment and maintenance of tools, equipment, and machines
OE	002	Demonstrate basic mechanical skills
OF		LEARNING SKILLS
OF	001	Participate in product or process specific training and report significant information